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| **Finance Manager**  **Person Specification**   |  |  | | --- | --- | | **Salary** | KENT RANGE 10 (£32,496 - £38,414)  (Kent Range 11 considered for an exceptional candidate) | | **Education &**  **Qualifications** | * (Part) qualified accountant, ACCA, ACA,CIMA or equivalent, or with AAT qualification and relevant experience * Evidence of continuing relevant professional development | | **Experience & Knowledge** | * Experience in the financial sector at senior level * Experience of developing and managing financial plans * Experience of successfully managing significant budgets, budgetary control processes and resources * Knowledge and experience of financial management systems and procedures * Knowledge of accounting systems in relation to business * Knowledge and experience of managing procurement contracts for services and service level agreements * Experience of successful change management * Experience in a financial management role in a school/academy or education environment desirable, but not essential * Experience of producing annual financial statements for Companies House * The need to be strategic and forward thinking in ensuring the financial stability of the Trust and the schools within the Trust | | **Professional Skills** | * Ability to contribute to the Trust/School Development Plan * Understanding of the need for confidentiality and data protection * Ability to formulate ideas and solutions and present them clearly to the Headteacher and Board of Trustees/Local Governing Body * Ability to engage outside expertise and resources to enhance effectiveness * Ability to deliver value for money initiatives * Ability to understand national and regional educational services and deliver appropriate strategies * Ability to use a range of ICT packages * Ability to promote an open, transparent and equitable culture * Ability to delegate, meet deadlines, prioritise, plan and organise * Ability to apply successfully the principles and practice of quality assurance systems, including school review, self-evaluation and performance management * Ability to promote the relationship between continuing professional development and sustained school improvement * Commitment to individual, team and whole school accountability * Ability to lead, inspire and be part of a range of teams * Ability to demonstrate vision, creativity and initiative * Excellent interpersonal and communication skills to inspire and motivate students and staff * Ability to effectively manage and monitor people, policies and plans | | **Personal Qualities** | The ability to:     * Respect the value and dignity of each individual member of the school community * Build and maintain quality relationships through interpersonal skills and effective communication * Demonstrate personal and professional integrity * Think strategically, analytically and creatively and demonstrate initiative in solving problems * Be aware of own strengths and areas for development. Listen to and reflect upon feedback and act appropriately * Analyse and interpret information in order to make informed decisions and exercise good judgment * Continually question and challenge how we can improve * Demonstrate a capacity for sustained effective work and good humour under pressure * Demonstrate commitment to inclusion and the right of every student to achieve the best they can * Demonstrate energy, enthusiasm, flexibility and resilience | |